


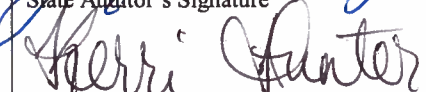




DEPARTMENT Revenue	DIVISION Enforcement	SECTION Marijuana/Personnel	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1	Adverse Action Files	Retain by agency for 6 years after case is closed and then destroy.	#1, 11-1
2	Agency Personnel Files - Permanent Employees; including awards received, commendations, disciplinary actions, initial occupational injury form, leave records, performance ratings, training	Transfer to Department of Personnel and microfilm or scan. Retain for 10 years after retirement or separation of employee and then destroy.	#1, 11-2
3	Agency Personnel Files - Temporary Employees	Retain by agency for 5 years after separation and then destroy	#1, 11-3
4	Employee Conflict of Interest Files (part-time employment)	Retain for 5 years as part of agency personnel file or until superseded and then destroy.	#1, 11-6
5	Employee Time Sheets	5 years [CRS 8-72-107]	#2, 90.140, I (CRS 8-72-107)
6	Position Descriptions (PDQ)	Retain by agency personnel office for 4 years or until revised and then destroy.	#1, 11-43

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 11/30/2015	Records Liaison Officer's Signature 	Date 11.20.15
Attorney General's Signature 	Date 12/8/15	State Auditor's Signature 	Date 1-28-16